To: Way, Steven[way.steven@epa.gov]
Cc: Teopaco, Julius[Teopaco.Julius@epa.gov]; Barry, Michael[Barry.Michael@epa.gov]
From: Davis, Joe
Sent: Sun 10/4/2015 5:07:07 PM
Subject: FW: Urgent!! Invoice Approval Required for Payment of Invoice Number 749801--RMN: B5098536264

Steve,

FSC Jay Teopaco received you reply a bit late (network was down).. It looks like they are working on extending three of the lodgings (Schmalz, Tower, HLB) out to the 30th. Jay will still need a head count for each of those properties (see below).

Joe

-----Original Message-----
From: Teopaco, Julius
Sent: Sunday, October 04, 2015 11:35 AM
To: Way, Steven <way.steven@epa.gov>; Guy, Kerry <Guy.Kerry@epa.gov>
Cc: Ferguson, Ralph <Ferguson.Ralph@epa.gov>; Myers, Craig <Myers.Craig@epa.gov>; Poetter, Joe <poetter.joe@epa.gov>; Davis, Joe <Davis.Joe@epa.gov>; Mills, Bethany <Mills.Bethany@epa.gov>
Subject: RE: Urgent!! Invoice Approval Required for Payment of Invoice Number 749801--RMN: B5098536264
Importance: High

Steve,

If you can just verify for me the names of the people staying at the other three hotels/houses I will take care of the rest. Here's the list that Ralph gave me;

1) Snowed In Lodge (ended 9/30) - Tedeschi, Strong (USCG)
2) Schmalz - Ehlers, Nutter, Hamilton, (USCG)
3) Tower - Steve Way (9/22 move in), Kerry Guy (9/24 move in??), Ralph Ferguson(departed 9/24) (EPA)
4) HLB (Started 10/1) Tedeschi, Strong (USCG)

Also, we need to know if we need to extend all the leases beyond October 15th? I need to know for how long?

Thanks again!

Jay Teopaco
ICP-GKM FSC
US EPA DURANGO, CO
Office: (913) 551-7232
Mobile: (816) 589-7007
teopaco.julius@epa.gov

-----Original Message-----
From: Way, Steven
Sent: Sunday, October 04, 2015 9:52 AM
To: Teopaco, Julius <Teopaco.Julius@epa.gov>; Guy, Kerry <Guy.Kerry@epa.gov>
Cc: Ferguson, Ralph <Ferguson.Ralph@epa.gov>; Myers, Craig <Myers.Craig@epa.gov>

Subject: RE: Urgent!! Invoice Approval Required for Payment of Invoice Number 749801--RMN: B5098536264

Jay and Ralph,

A quick review of these documents does not provide enough information for me to understand what is being charged for what lodging. So, here's what I can tell you:

EPA is staying the Tower House ("Candy House") at 1070 Greene Street, and I do not know when that was established. We had EPA personnel in the house. We plan to occupy it until Oct 15 or later if possible.

Let me know if you need something more.

Steve

Steven Way
Federal On-Scene Coordinator
Emergency Response Unit
US EPA - Region 8
1595 Wynkoop Street
Denver, CO 80202

Office: 303-312-6723

-----Original Message-----
From: Teopaco, Julius
Sent: Friday, October 02, 2015 3:58 PM
To: Way, Steven; Guy, Kerry
Cc: Ferguson, Ralph
Subject: FW: Urgent!! Invoice Approval Required for Payment of Invoice Number 749801--RMN: B5098536264
Importance: High

Hello Mike, Kerry,

At your earliest convenience, can you please review the attached lodging invoice (detailed worksheet included) and let me know if you concur with these costs.

Please call me if you have any concerns.

Jay Teopaco
ICP-GKM FSC
US EPA DURANGO, CO
Office: (913) 551-7232
Mobile: (816) 589-7007
teopaco.julius@epa.gov

-----Original Message-----
From: Mills, Bethany
Sent: Friday, October 02, 2015 10:58 AM
To: Ferguson, Ralph; Teopaco, Julius
Subject: FW: Urgent!! Invoice Approval Required for Payment of Invoice

Number 749801--RMN: B5098536264
Importance: High

Here's the $14k invoice that I was talking about.

Please let me know if this is acceptable to pay.

Thanks. bethany

-----Original Message-----
From: rtpreceiving@epa.gov [mailto:rtpreceiving@epa.gov]
Sent: Wednesday, September 30, 2015 11:29 AM
To: Mills, Bethany
Subject: Urgent!! Invoice Approval Required for Payment of Invoice Number 749801--RMN: B5098536264
Importance: High

Purchase Order: EPB15800001
Invoice Number: 749801 **see web link below
Vendor: CORPORATE LODGING CONSULTANTS, INC.

RTP-FC Financial Services Branch (FSB) requests your approval (via email) for payment of this invoice. To ensure timely payment of this invoice and avoid an interest penalty (which begins to accrue if the invoice is paid after 30 days), please respond to this message with one of the following statements: "Yes, I certify the services/goods specified were received," or "No, the services/goods were not received." If the services or goods were not received or completed, disapprove the invoice and provide a brief explanation for the disapproval.

If the approval or disapproval is not received within three days, a representative from FSB will contact you again with reminder emails or telephone calls. Please provide contact information for an alternate approving official if you are out of the office. Further, the contracting officer may be contacted if there is still no response after 15 days in order to comply with the Prompt Payment Act. Note the time available to you to approve the invoice is limited. YOU DO NOT HAVE 30 DAYS TO APPROVE THE INVOICE. The approval process is just a part of the entire 30 day period for processing payment. If you have any questions, please contact our Customer Assistance at 919-541-0616. Thank you for your prompt attention to this matter!

https://ocfosystem1.epa.gov/public/server/apps2/forms/temp/spits_images/B5098536264.pdf